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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 4 December 1956

FROM : Chief, Clerical Training

25 YEAR RE-REVIEW

SUBJECT: Week of 27 November - 3 December 1956

1. Numbers in Clerical Induction Training. During the week of 27 November there were 64 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 30 people for the week of 27 November.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 27 November were as follows:

	Tested	Qualified
Shorthand	4	2
Typewriting	7	2

4. Instructors Enrolled in Effective Speaking Course. Mrs. [redacted]

25X1

Instructor, Clerical Induction, are attending the Effective Speaking Course, from 3 December 1956 through 23 January 1957.

25X1

5. Absence of Chief, Clerical Induction. Mrs. [redacted] Chief, Clerical Induction, will be out of the office on sick leave for a period of approximately two weeks.

25X1

OTR/CT:MAH:jdm (3 December 1956)

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